



Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

SUPERINTENDENT

Posting Number

PN# 107535

Department

CONVENTION & ENTERTAINMENT FACILITIES

Division

PARKING MANAGEMENT

Section

PARKING METER SHOP

Reporting Location

George R. Brown Convention Center
 1001 A. J. Albritton Avenue, Suite 1000
 Dallas, TX 75202-4209
 Tel: 214/760-1234
 Fax: 214/760-1235
 Email: info@grbcc.com
 Website: www.grbcc.com

Workdays & Hours

1001 Avenida de las Americas Blvd.
M – F, 8 a.m. – 5 p.m. (subject to change)

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

This individual will be responsible for the day-to-day management of the Meter Shop. Prepare and monitor maintenance and staff schedules. Ensure proper preventative maintenance; repair; and installation of parking meters throughout the City of Houston. Installs, maintains, controls, and operates parking meter systems operations; and all other Meter Shop activities with contractors and vendors. Compiles and maintains records relative to the maintenance and collection of the meters. Develops and implements security policies and procedures. Coordinates, initiates, and supervises subcontractors and their job performances. Interviews, hires, train, schedules and evaluates performance of personnel. Plans, schedules and oversees maintenance and collection personnel. Initiates purchases of supplies and equipment and monitors the associated expenditures. Responsible for the accounting functions pertaining to revenue collections and deposits. Prepares routine and special fiscal reports; reviews meter collections information and deposits; and conducts internal audits as assigned. Responsible for making recommendations concerning security and routine/major maintenance issues and ensuring that staff complies with OSHA regulations. Must be available to work early mornings, weekends and holidays. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.

WORKING CONDITIONS

This position occasionally requires stooping or bending. Occasional lifting, such as meters, equipment and coin canisters (up to 70 pounds or an equivalent weight) is required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires and Associate's degree in Research, Business Administration, Construction Management or a closely related field

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of progressively responsible professional and/or skilled experience closely related to the activities of the section are required including three of years in a supervisory capacity. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and in compliance with the City of Houston policy on driving AP 2-2.

PREFERENCES

Prior Meter Shop-related and customer service experience desired. Parking related certification.

SELECTION/SKILLS TESTS REQUIRED

A computer assessment may be administered.

SAFETY IMPACT POSITION

☒ YES ☐ NO

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 24

\$1419 - \$2502 Biweekly

\$6,894 - \$65,052 Annually

OPENING DATE

November 09, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone Device for the Deaf (TDD) Phone Number (713) 837-9496.**

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